



**Employment Opportunity**  
**United States Peace Corps in Myanmar**  
**DEADLINE: May 3, 2015**

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

**Financial Specialist**

Minimum Starting Salary: \$10,791/year\* (FSN-8 equivalent)

Anticipated Start Date: June/July, 2015

*\*starting salary dependent on experience*

The **Financial Specialist** is a key member of the administrative unit, working under the direct supervision of the Director of Management and Operations (DMO) in support of the entire Peace Corps Myanmar program.

**The Financial Specialist's main responsibilities include:**

- Accounting, reconciliation and documentation of all Peace Corps Myanmar financial transactions;
- Management of procurement and contracting process for Peace Corps Myanmar;
- Coordinate human resource management for local staff including hiring process, salary calculations, payments for insurance and pension, etc.;
- Budget formulation, analysis, implementation and maintenance;
- Finance and Accounting: includes responsibilities for payments, ensuring invoices are correct, proper filing is done, etc.;
- Contract Management: adheres to delegated contracting warrant provided by the Chief Acquisition Officer after completion of the Overseas Contract Officer Training. Maintains contracting warrant and follows all contracting requirements per the Overseas Contracting Handbook and other USG policies and regulations;
- Human Resource Management: oversees recruitment, staff performance reviews, local staff benefits, and records management;
- Volunteer Support: provides general administrative and financial assistance to support Trainees/Volunteers;
- Receiving officer: Accurate review of goods or services, their accompanying invoices, and the purchase order/contract to ensure that the specifications, quality, amounts, price, timeliness, etc. of the goods are consistent with the terms and conditions of the contract/purchase order after successful completion of the requisite training to perform receiving duties;
- Serve as Alternate Class "B" Cashier;
- Serve as back-up DMO in the absence of the DMO;
- Performs all functions and tasks within internal control guidelines ensuring separation of duties and appropriate control of processes;
- Manage special projects as assigned; and
- Compliance with Peace Corps' safety and security policies, particularly related to the safety & security of Volunteers.

**Required Qualifications:**

- University degree in Accounting, Business Administration or comparable degree;
- At least 5 years of progressively responsible experience in accounting, finance and budgeting with significant knowledge in general business administration;
- Experience in government or private sector accounting including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources;
- Experience in financial management work that involved the preparation, justification, or management of an organization's budget;
- A minimum of 1 year of human resource management experience;
- Fluent in English and Myanmar languages;

- Knowledge of Microsoft Office programs (Word, Excel, Outlook) and ability to learn new computer programs; and
- Willingness and ability to travel frequently.

#### **Desired Qualifications**

- Excellent interpersonal communication and organizational/time management skills
- Proactive attitude and flexibility
- Ability and willingness to follow directions and training from supervisors
- Polite manners, professionalism and sense of discretion under all circumstances
- Experience working in a cross-cultural setting as a part of an intercultural team
- Excellent attention to detail
- Demonstrated ability to manage budgeting processes from budget creation to completion
- Ability to recommend solutions on financial, administrative and human resource issues
- Ability to work under time restraints and manage many projects
- Resourceful in researching matters on Federal and State Department regulations, Local labor law, Peace Corps Manual, Overseas Financial Management Handbook, Foreign Affairs Handbook and Foreign Affairs Manual prior to rendering recommendations to the DMO
- Ability to communicate verbally and in writing in clear and concise English
- Effective coordination with Admin Staff and other PC units, key departments in U.S. Embassy, PC/W staff, and external parties in achieving specific objectives
- Desire and willingness to learn and contribute to the mission of Peace Corps
- Ability to work independently with little supervision
- Willingness to take initiative
- Strong service attitude
- Personal integrity

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter.

**Applications are due no later than 5:00 PM on May 3, 2015.** Applications and questions (including requests for the complete Statement of Work) should be sent to [BurmaPC@peacecorps.gov](mailto:BurmaPC@peacecorps.gov). **Applicants who do not address the required qualifications will not be considered for an interview.**

**Only qualified candidates will be contacted for interviews.** Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on [www.peacecorps.gov](http://www.peacecorps.gov).